

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DCI's Annual Report to Congress - OP Submission

FROM:

 C/HRPS
 1012 AMES

EXTENSION

NO.

DATE

25 November 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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Attached is a copy of the DDA's request to OP for information for the DCI's annual report to Congress. I would like to have your input concerning the items in paragraph 2, by cob 2 Dec. 1983.

I will prepare the accomplishments, using your previous submissions (for the DDA Office Director's conference). If there are additional accomplishments for CY 1983 that you would like to add, please include them in your submission.

14 JAN 1983

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education
Special Support Assistant to the DDA
Chief, Career Management Staff, DDA
Chief, Safety Staff, DDA
Equal Employment Opportunity Officer, DDA
Management Staff, DDA

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: DCI's Annual Report to Congress

1. As in past years, we have been asked to contribute to the DCI's Annual Report to Congress. Beyond the specific requirements for this report, I consider our submission to be an excellent opportunity to provide senior Agency management with our perceptions of our performance, problems, and resource needs.

2. It is requested that each of you submit your contribution to us by COB 9 December so that we can incorporate these submissions in a directorate-wide response. This year your contribution should cover the following points: accomplishments in rebuilding our capabilities, the status of ongoing capability enhancements, the continued need for long-term funding to achieve orderly and balanced growth, and performance highlights. The reporting period is CY 1983.

3. Forwarded herewith for your guidance is a copy of the directorate report submitted in 1982 and the DCI's memo to NFIB Program Managers.

4. If you have any questions or require additional information, please contact [redacted]

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Harry E. Fitzwater

Attachments